

PROCEDURE 1310.22  
Issued: January 6, 1997

SUBJECT: Desktop Suite Standard

APPLICATION: Executive Branch Departments and Sub-units

CONTACT AGENCY: Department of Information Technology (DIT)  
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SUMMARY: This procedure announces the adoption of Microsoft Office from Microsoft Corporation as the statewide desktop suite standard for use in all Executive Branch agencies. A Desktop Suite package consists of multiple productivity applications including core content of Word Processing, Spread Sheet and Presentation Graphics but specifically excludes Email.

APPLICABLE FORMS: None.

PROCEDURES:

General Information:

The Objectives of the Suite Standard are to:

- Provide for a consistent interface for all state agencies to transport common desktop documents across inter- and intra-agency offices.
- To reduce administrative costs through the leveraged buying power of the state EUC contract for product and support services.
- To lower the cost of ownership through consistent user interface, common training, and technical support.

Maintenance:

- All OU's must adopt the standard desktop suite package whether it be administered at the desktop or through a network. However, an agency does not have to adopt this standard unless or until there is cause to change from their existing product. At that point, any change must be to this standard. The Office of Strategic Policy will review this standard on a continuing basis and make appropriate recommendations for changes.

DIT: The Enterprise Standards Review Team (ESRT) will review this standard on a continuing basis and make recommendations to the State Chief Information Officer. An appropriate group of staff, representing a wide-range of State Operational Units, will review and possibly revise these standards and guidelines as often as needed.

Exceptions from this standard for reasons other than those outlined above will be made through the exception handling process described in the Exception Process Template.

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